University of Wisconsin Whitewater

# ADVISING SYLLABUS

Academic Advising at the University of Wisconsin-Whitewater engages advisors and students in a relational process to define, plan, and achieve success. This syllabus outlines expectations for students and advisors and the outcomes students will experience through actively engaging in the advising process throughout their time at the University.

## EXPECTATIONS FOR STUDENTS

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Regularly schedule, attend and keep advising appointments

Communicate openly and honestly with their academic advisor regarding issues affecting goals and academic performance



Maintain a professional relationship with their academic advisor, including punctuality, attending meetings, being prepared for appointments, and contacting the advisor in a timely manner if rescheduling a meeting is necessary



Be an active participant in the advising process by preparing questions for their advisor and reviewing grades, Degree Audit, etc. to identify courses they would like to take to complete their degree in a timely manner



Take responsibility for their academic success by utilizing the available resources including: WINS, Navigate, Degree Audit, Degree Plans, and reading and responding to emails



Accept responsibility for decisions made during the advising process

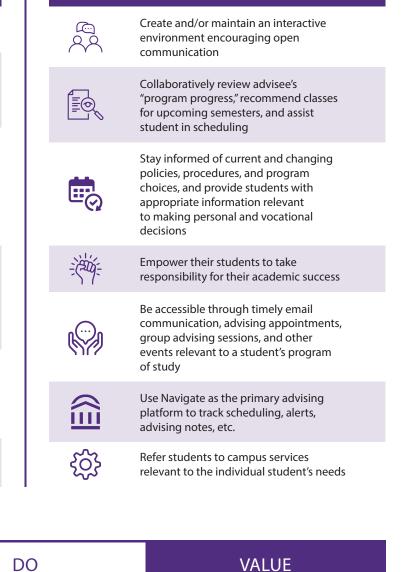
### Through the advising process, students will

KNOW

How to contact their assigned advisor

How to interpret degree requirements

## **EXPECTATIONS FOR ADVISORS**



Recognize the benefit of having a

relationship with their academic advisor

Appreciate the value of a university

and liberal arts education

Utilize resources to identify classes

that fulfill their degree requirements

Identify university services to support

their wellbeing



The mission of the College of Arts and Communication is to cultivate and inspire creativity, diversity, expression, inquiry and integrity through embodied education in the fine performing and communicative arts and professions. We offer rigorous programs in music, theatre, dance, and the visual arts; internships, pre-professional opportunities in journalism, advertising, and applied communication, and innovative interdisciplinary studies.

## **ADVISING INFORMATION**

#### Art and Design

Faculty advisors utilize Navigate for you to sign up for one-on-one advising appointments. You will be sent a request to schedule your appointment during the month leading up to registration.

#### Communication and Journalism

For face-to-face/in-person majors with 24 or more earned credits: You must participate in the Communication Department's semesterly advising event where you will receive one-on-one advising from an advisor.

For online-only majors (Online Corporate and Health Communication): You must email spiegelm@uww.edu to schedule a virtual advising meeting and complete an Advising Worksheet.

For questions, please email commadvising@uww.edu.

#### Media Arts and Game Development

Each semester, all MAGD majors are required to meet with an MAGD advisor prior to registration. A notice about MAGD Advising is emailed to students a few weeks in advance of the beginning of registration. Students are required to sign up for an advising session at that time using Navigate.

#### Music

You must complete the department's advising form prior to participating in the Department of Music's semesterly advising event. At the advising event you will receive one-on-one advising. Your assigned advisor's name can also be found in Navigate and WINS.

#### Theatre and Dance

Emails are sent to all majors and minors regarding making an academic advising appointment. Students and advisors are expected to meet face-to-face, whether that be in person or via Webex.

## ADVISING MEETING NOTES